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## Franklin County Data Center

### Job Description

**Job Title:** Technology Architect  
**Department:** Development Division  
**Reports To:** Development Division Manager  
**FLSA Status:** Exempt  
**Pay Grade:** 14  
**Prepared By:** R.Tarrant, D.Smalley  
**Prepared Date:** 1/30/2012  
**Approved By:** J. Locke  
**Approved Date:** 1/31/2012

#### SUMMARY

Provides leadership and technical guidance in architecting, designing, researching, writing, and maintaining large or complex computer application systems. Demonstrates expertise in a variety of Information Technology concepts, best practices, and procedures. Has expertise in current client / server environments, methodologies, and tools. Relies on extensive experience and judgment to plan and accomplish goals. Assists in analyzing user needs, designs diagrams, flow charts, and documentation for specialized applications. Has the ability to write technical reports and make software and equipment recommendations. Is able to put the proper teams together as needed for projects and follow up on status. Assists the Development Division Manager and acts as an internal consultant. Provides training, mentoring, and technical assistance to users and staff. Responds to governmental and public inquiries. Must successfully complete 120 day probationary period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Leading technology projects, scheduling deliverables and resources, designing and implementing application workflows and controls. Works from high level requirements through detailed specifications, prototype, software architecture, deployment and administration.
- Responsible for initial design and development of new software or extensive software revisions.
- Defines product requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms.
- Provides overall technical leadership in analysis and design of enterprise-level information systems, analytically and systematically evaluates work flows, organization, and planning.
- Performs and provides expert assistance in complex requirements analysis and definition, coding, flow-charting, block-diagramming and other related documentation; controls testing, error correction and program conversion as required to meet project goals.
- Prepares and validates project cost and resource estimates.
- Sets the design, performance, and security standards for software solutions.

- Develops or validates functional requirements, statements of work, and resource estimations on vendor-supported projects.
- Determines or validates testing requirements and writes or reviews programming test plans.
- Establishes and maintains frequent user contact to determine customer needs and monitors program effectiveness.

### **SUPERVISORY RESPONSIBILITIES**

May provide consultation on complex projects and guide a multi-functional team through the project to completion.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Software Engineering, Computer Science, or Business Administration plus five years of experience in a systems-level application development environment. An equivalent combination of education and experience may be substituted for the degree requirement at management's discretion. Official transcripts may be required.

Knowledge of computer and electronics; oral and written communication tools and techniques; customer support and personal service; policy, procedures and applicable laws\*; mission and goals of agency\*; software architectural principles and methods for design, development, testing and implementation of new or modified software; commonly used query language, mathematic principles relative to assigned area in IT; IT principles, methods and practices in assigned specialty area; standard software validation tools; software distribution tools and mechanisms; technical writing and documentation practices; systems performance management; requirements analysis principles and methods; back-up and recovery procedures; change control and configuration management; interrelationships of multiple IT specialties; cost-benefit analysis and feasibility study methods; IT lifecycle concepts.

\*May be developed during employment

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.